

PENGELOLAAN JURNAL ONLINE UNIKA WIDYA MANDALA SURABAYA MENGUNAKAN OPEN JOURNAL SYSTEM (OJS)

Vincentius Widya Iswara

Laboratorium Komputasi, Gedung Gregorius Lantai 4

Kampus Kalijudan

Rabu, 10 Mei 2017



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Agenda

- Pengantar Jurnal Online UKWMS
- Administrasi Jurnal (Journal manager)
- Administrasi Author
- Administrasi Editor
- Administrasi Reviewer

Pengantar Jurnal Online UKWMS

MENGAPA ONLINE?

- Surat Edaran DIKTI nomor 1223/E/T/2012 tentang Kewajiban Penerbitan Terbitan Berkala Ilmiah secara online (nomor 1)

Sesuai dengan Peraturan Menteri Pendidikan Nasional Nomor 22 Tahun 2011 tentang Terbitan Berkala Ilmiah khususnya Pasal 8 point f disampaikan, bahwa Terbitan Berkala Ilmiah yang akan diakreditasi harus diterbitkan secara tercetak dan secara elektronik melalui jejaring teknologi informasi dan komunikasi. Sehubungan dengan hal tersebut, dengan ini kami sampaikan hal-hal sebagai berikut.

1. Terbitan Berkala Ilmiah yang akan diakreditasi selain diterbitkan secara tercetak diharuskan diterbitkan secara elektronik (*online*).
2. Bagi Pengelola Terbitan Berkala Ilmiah yang sedang mengajukan proses penilaian akreditasi tahun 2012, agar segera menerbitkan juga secara elektronik. Apabila hingga selesai proses penilaian masih belum dapat menerbitkan secara elektronik, kami akan menunda penyampaian hasil penilaian sampai kami memperoleh konfirmasi bahwa Berkala Ilmiah tersebut telah diterbitkan secara elektronik dan dapat kami telusuri.



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LANJUTAN MENGAPA ONLINE?

- Surat Edaran Dikti No 1864/E4/2015 tanggal 15 Oktober 2015 perihal PAK Dosen, pada no 2 Karya ilmiah jurnal harus dapat ditelusur secara online.

Dalam rangka meningkatkan pelayanan penilaian angka kredit dosen untuk kenaikan jabatan fungsional/pangkat dosen secara terintegrasi dengan kebijakan pangkalan data pendidikan tinggi (PDDIKTI), Kementerian Riset, Teknologi dan Pendidikan Tinggi telah melakukan peningkatan upaya layanan dalam penilaian terhadap usulan penetapan angka kredit untuk kenaikan jabatan fungsional/pangkat dosen ke jenjang Lektor Kepala dan Guru Besar/Profesor. Dalam pelaksanaannya, sejak bulan Juli tahun 2011 penilaian angka kredit dosen telah dilakukan oleh Tim PAK Pusat secara semi online yaitu proses penilaian angka kredit dilakukan melalui berkas usulan secara offline (dokumen fisik), proses pengadministrasian berkas/dokumen dilakukan secara online melalui laman: pak.dikti.go.id dan karya ilmiah di jurnal harus bisa ditelusuri secara online dan dinilai oleh Tim PAK Pusat dengan mempergunakan format yang disediakan melalui laman pak.dikti.go.id. Mulai bulan Juni Tahun 2015 Direktorat Jenderal Sumber Daya Ilmu Pengetahuan, Teknologi, dan Pendidikan Tinggi, Kementerian Riset, Teknologi dan Pendidikan Tinggi akan melaksanakan penilaian dan pengadministrasian secara *paper less/online*. Berkenaan dengan hal tersebut, dengan ini kami sampaikan mekanisme pengusulan penilaian penetapan angka kredit kenaikan jabatan fungsional/pangkat dosen jenjang Lektor Kepala dan Guru Besar/Profesor pada Perguruan Tinggi:



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LANJUTAN MENGAPA ONLINE?

- Surat Edaran Dikti No 193/SE/2015 tanggal 10 Desember 2015

Nomor : 193/E/SE/XII/2015

10 Desember 2015

Lampiran : -

Hal : **Surat Edaran Akreditasi Jurnal Ilmiah
Secara Elektronik**

Kepada Yth:

1. Rektor Universitas/Institut
2. Direktur Politeknik/Akademi
3. Ketua Sekolah Tinggi
4. Koordinator Kopertis Wilayah I s/d XIV
5. Kepala Litbang Kementerian/LPNK
6. Ketua Pengelola Jurnal

Sehubungan dengan Peraturan Menteri Pendidikan dan Kebudayaan Nomor 49 Tahun 2014 tentang Standard Nasional Pendidikan Tinggi dan Peraturan Direktur Jenderal Pendidikan Tinggi Nomor 1 Tahun 2014, dengan ini kami sampaikan hal-hal berikut:

1. Mulai tanggal 01 April 2016, Direktorat Jenderal Penguatan Riset dan Pengembangan Direktorat Pengelolaan Kekayaan Intelektual hanya menerima dan memproses usulan akreditasi jurnal (terbitan berkala) ilmiah nasional yang telah dikelola secara elektronik, sehingga proses penilaian akan lebih mudah, cepat, akurat dan transparan.



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LANJUTAN MENGAPA ONLINE?

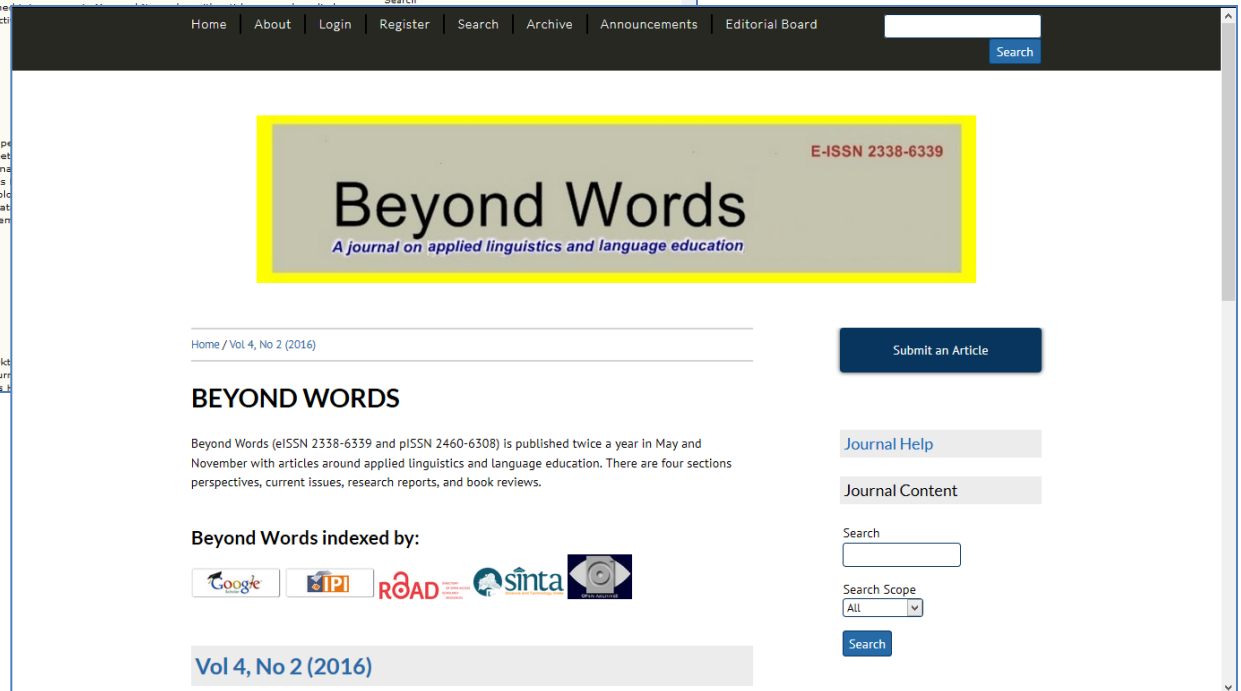
- Surat Edaran Dikti No 193/SE/2015 tanggal 10 Desember 2015

3. Untuk memudahkan pengelolaan, e-jurnal harus dikelola secara elektronik menggunakan aplikasi *open journal systems* (OJS) atau aplikasi pengelolaan jurnal elektronik lainnya.
4. Proses akreditasi jurnal secara elektronik diatur dengan Pedoman Akreditasi Terbitan Berkala Ilmiah yang dapat diunduh dari Arjuna.
5. Agar Pengelolaan jurnal ilmiah dapat terselenggara dengan baik perlu difasilitasi dengan antara lain: ruangan, sarana dan prasarana (peralatan computer, printer, jaringan internet) serta sumber daya manusia.
6. Jumlah dan kualitas e-jurnal di suatu lembaga akan digunakan untuk menjadi salah satu kriteria penilaian kinerja penelitian lembaga.

Open Journal System

- Open Journal System (OJS), merupakan *software open source* pengelolaan jurnal secara elektronik
- Mengurangi beban kerja pengelola jurnal, karena semua proses pengelolaan dilakukan melalui software ini / *paperless*.
- Biaya pengelolaan dan penerbitan yang rendah
- Kepastian pada penulis akan naskah yang telah dikirim
- Transparansi seluruh proses editorial

Tampilan OJS UKWMS




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Indonesian Publication Index


- Sebelumnya bernama Portal Garuda yang terbentuknya diinisiasi oleh Institute of Advanced Engineering and Science (IAES) Indonesian Section.
- Beralamat di <http://portalgaruda.org>
- Memiliki alamat OAI-PMH sebagai salah satu syarat untuk pertukaran data

[Home](#) [Search](#) [Journal/Book](#)



Title

Search Document



Indonesian Publication Index

The Indonesian Publication Index (IPI) is designed for browsing, indexing, abstracting, monitoring and improving the standard of scholarly publications in Indonesia. Currently, there are over 2500 Indonesian journals for inclusion in the IPI database. The contents are very important to be made visible globally, so that Indonesian academics and researchers can be identified his/her expertise, areas of possible collaboration, stimulate use and citations. The establishment of Indonesian Publication Index (formerly Portal Garuda Indonesian Publication Index) initiated by Institute of Advanced Engineering and Science Indonesia Section (IAES) Indonesia Section.

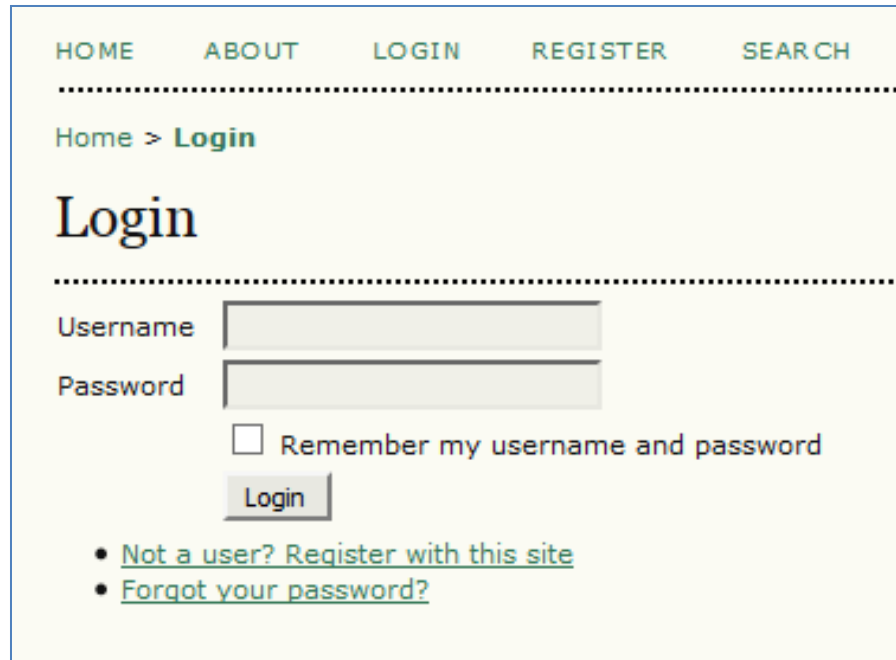
2700 journals
250,000 articles

Browse Publication by Subject

Aerospace Engineering	Education	Neuroscience
Agriculture, Biological Sciences & Forestry	Electrical & Electronics Engineering	Nursing
Arts and Humanities	Energy	Physics
Astronomy	Engineering	Public Health

Administrasi Journal Manager

Klik LOGIN dan isikan username serta password sesuai dengan level pengguna



The screenshot shows a web application interface with a navigation bar at the top containing links: HOME, ABOUT, LOGIN, REGISTER, and SEARCH. Below the navigation bar, the breadcrumb trail reads "Home > Login". The main heading is "Login". There are two input fields: "Username" and "Password". Below these fields is a checkbox labeled "Remember my username and password". A "Login" button is positioned below the checkbox. At the bottom, there are two links: "Not a user? Register with this site" and "Forgot your password?".

HOME ABOUT LOGIN REGISTER SEARCH

Home > Login

Login

Username

Password

☐ Remember my username and password

Login

- [Not a user? Register with this site](#)
- [Forgot your password?](#)



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JOURNAL MANAGER

- Menu untuk Journal Manager

Management Pages	Users	Roles
» Announcements	» Create New User	» Journal Managers
» Files Browser	» Users Enrolled in this Journal	» Editors
» Import/Export Data	» Enroll a User from this Site in this Journal	» Section Editors
» Journal Sections	» Show users with no role	» Reviewers
» Languages	» Merge Users	» Authors
» Masthead		» Readers
» Payments		» Subscription Managers
» Prepared Emails		
» Reading Tools		
» Review Forms		
» Setup		
» Stats & Reports		
» System Plugins		



JOURNAL MANAGER

- Setting jurnal sesuai kebutuhan dengan masuk ke menu Journal Management ➔ Setup

BEYOND WORDS

User Pages

Assign

Review

Edit

Frequent Tasks

Journal Manager

[Setup]

My Account

» Show My Journals

» Edit My Profile

» Change My Password

» Logout



JOURNAL MANAGER

- Terdapat 5 langkah konfigurasi
- Selesaikan semua langkah konfigurasi

Journal Setup

Five Steps to a Journal Web Site

1. Details

Name of journal, ISSN, contacts, sponsors, and search engines.

2. Policies

Focus, peer review, sections, privacy, security, and additional about items.

3. Submissions

Author guidelines, copyright, and indexing (including registration).

4. Management

Access and security, scheduling, announcements, copyediting, layout, and proofreading.

5. The Look

Homepage header, content, journal header, footer, navigation bar, and style sheet.



JOURNAL MANAGER

- Siapkan bagian-bagian pada jurnal mis : review, artikel, dsb. Masuk ke mennu Journal Management ➔ Journal Section

Management Pages

- » Announcements
- » Files Browser
- » Import/Export Data
- » **Journal Sections**
- » Languages
- » Masthead
- » Payments
- » Prepared Emails
- » Reading Tools
- » Review Forms
- » Setup
- » Stats & Reports
- » System Plugins



Journal Sections

Section Title	Abbreviation	Action
In This Issue	ITI	Edit Delete ↑ ↓
Research	RSCH	Edit Delete ↑ ↓
Perspectives	PPTV	Edit Delete ↑ ↓
Book Review	BR	Edit Delete ↑ ↓
About Author	AA	Edit Delete ↑ ↓

1 - 5 of 5 Items

[Create Section](#)



JOURNAL MANAGER

- Siapkan susunan redaksi. Masuk ke menu Journal Management ➔ Management Pages ➔ Masthead

Management Pages

- » Announcements
- » Files Browser
- » Import/Export Data
- » Journal Sections
- » Languages
- » **Masthead**
- » Payments
- » Prepared Emails
- » Reading Tools
- » Review Forms
- » Setup
- » Stats & Reports
- » System Plugins









Masthead

Under **People** in About the Journal:

☐ OJS lists people in Editorial Team under assigned roles (Journal Manager, Copyeditor, etc.)

1 ☒ The Journal Manager creates titles and adds people under each title.

2 **Record**

Title	Action
Editorial Team	
Editor in Chief 	4 Membership Edit Delete ↑ ↓
Assistant Editor 	Membership Edit Delete ↑ ↓
Associate Editors 	Membership Edit Delete ↑ ↓
Reviewers 	Membership Edit Delete ↑ ↓
Copy Editor 	Membership Edit Delete ↑ ↓
Web Administrator 	Membership Edit Delete ↑ ↓

1 - 6 of 6 Items

3 **Create Position Title**



JOURNAL MANAGER

- Unggah jurnal lama. Masuk ke menu Journal Management ➔ Import/Export Data ➔ QuickSubmit Plugin

Management Pages

» Announcements

» Files Browser

» **Import/Export Data**

» Journal Sections

» Languages

» Masthead

» Payments

» Prepared Emails

» Reading Tools

» Review Forms

» Setup

» Stats & Reports

» System Plugins



Import/Export Data

» **CrossRef Export/Registration Plugin** Export or register article metadata in CrossRef format.

» **DataCite Export/Registration Plugin** Export or register issue, article, galley and supplementary file metadata in DataCite format.

» **DOAJ Export Plugin** Export Journal for DOAJ and supply journal information for inclusion

» **DuraCloud Import/Export Plugin** Archive and restore issues using an external DuraCloud service for storage

» **Erudit Article Export Plugin** Export articles using the English Erudit DTD

» **mEDRA Export/Registration Plugin** Export issue, article and galley metadata in Onix for DOI (O4DOI) format and register DOIs with the mEDRA registration agency.

» **METS XML Export Plugin** Export Journals in METS XML

» **Articles & Issues XML Plugin** Import and export articles and issues

» **Public Identifiers XML Plugin** Import and export public identifiers

» **PubMed XML Export Plugin** Export article metadata in PubMed XML format for indexing in MEDLINE.

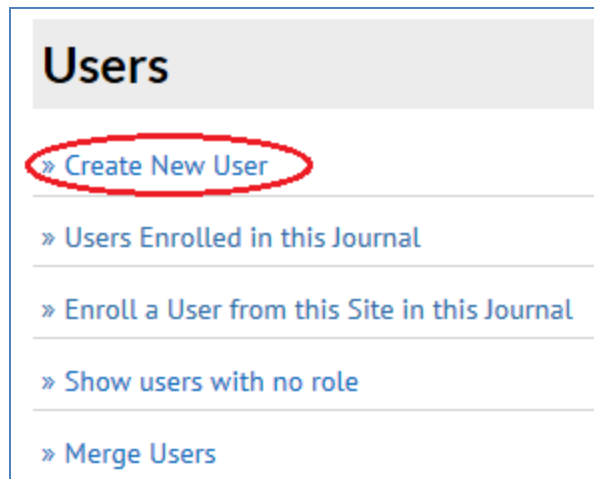
» **QuickSubmit Plugin** One-step submission plugin

» **Users XML Plugin** Import and export users



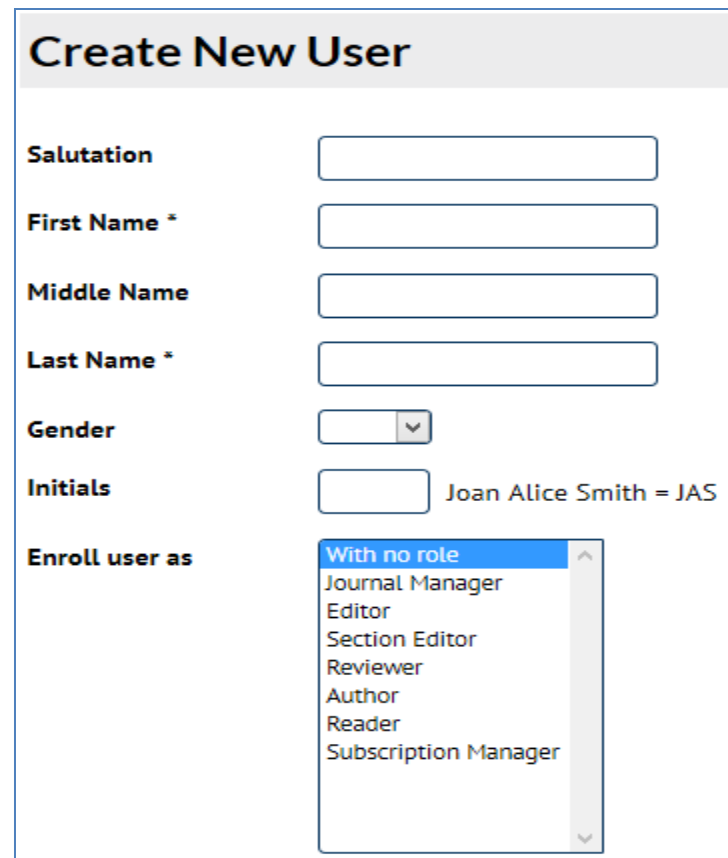
JOURNAL MANAGER

- Membuat/menambah pengguna (Editor, Pengarang atau Reviewer). Journal Management → Create New User



Users

- » Create New User
- » Users Enrolled in this Journal
- » Enroll a User from this Site in this Journal
- » Show users with no role
- » Merge Users



Create New User

Salutation

First Name *

Middle Name

Last Name *

Gender

Initials

Enroll user as

- With no role
- Journal Manager
- Editor
- Section Editor
- Reviewer
- Author
- Reader
- Subscription Manager



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JOURNAL MANAGER

- Siapkan susunan redaksi. Masuk ke menu Journal Management ➔ Management Pages ➔ Stats & Reports

Management Pages

- » Announcements
- » Files Browser
- » Import/Export Data
- » Journal Sections
- » Languages
- » Masthead
- » Payments
- » Prepared Emails
- » Reading Tools
- » Review Forms
- » Setup
- » **Stats & Reports**
- » System Plugins



Year << 2017

<input checked="" type="checkbox"/> Issues published	0
<input checked="" type="checkbox"/> Items published	8
<input checked="" type="checkbox"/> Total submissions	13
<input type="checkbox"/> Peer reviewed	0
<input type="checkbox"/> Accept	0 (0%)
<input type="checkbox"/> Decline	0 (0%)
<input type="checkbox"/> Resubmit	(%)
<input type="checkbox"/> Days to review	0
<input type="checkbox"/> Days to publication	0
<input checked="" type="checkbox"/> Registered users	163 (17 new)
<input checked="" type="checkbox"/> Registered readers	124 (15 new)
<input checked="" type="checkbox"/> Article View Counts (for Authors only)	

Note: Percentages for peer reviewed submissions may not add up to 100%, as items resubmitted are either accepted, declined, or still in process.

Check items to be made available to readers in About the Journal.

Record



Administrasi Author

AUTHOR

- Author dapat mendaftarkan jurnalnya langsung melalui portal Jurnal masing-masing
- Author dapat mengirimkan naskah artikel melalui portal Jurnal (Submission)
- Author dapat mengetahui proses editorial jurnal dari naskah yang dikirimkan

AUTHOR

- Author dapat mendaftarkan jurnalnya langsung melalui portal Jurnal Paradigma. Klik Register ➔ Isikan lengkap terutama yang terdapat tanda * dan register sebagai Author

Home | About | Login | **Register** | Search | Archive | Announcements | Editorial Board

Profile

Username *

The username must contain only lowercase letters, hyphens/underscores.

Password *

The password must be at least 6 characters.

Repeat password *

Salutation

First Name *

Middle Name

Last Name *

Initials

Joan Alice Smith = JAS

Confirmation

☐ Send me a confirmation email including my username and password

Register as

- ☒ Reader: Notified by email on publication of an issue of the journal.
☒ Author: Able to submit items to the journal.

Register Cancel

* Denotes required field



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AUTHOR MENGIKIR NASKAH

- Login sebagai Author

User Home

BEYOND WORDS

User Pages	Assign	Review	Edit	Frequent Tasks
Author		0 Active	0 Archive	[New Submission]

My Account

[» Show My Journals](#)

[» Edit My Profile](#)

[» Change My Password](#)

[» Logout](#)



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AUTHOR MENGIKIRIM NASKAH

- Klik New Submission
- Ada 5 langkah yaitu start, upload submission, enter metadata, upload supplementary files, confirmation

1. Start

2. Upload Submission

3. Enter Metadata

4. Upload Supplementary Files

5. Confirmation

Encountering difficulties? Contact [Graduate School of Widya Mandala Catholic University](#) for assistance (+6231 - 5678478).



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AUTHOR MENGIRIM NASKAH LANGKAH PERTAMA

- Pilih Section yang sesuai dan centang semua checklist yang ada
- Klik Save and Continue

Journal Section

Select the appropriate section for this submission (see Sections and Policies in [About the Journal](#)).

Section * Research ▼

Submission Checklist

Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below).

<input checked="" type="checkbox"/>	The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
<input checked="" type="checkbox"/>	The submission file is in Microsoft Word document file format.
<input checked="" type="checkbox"/>	Where available, URLs for the references have been provided.
<input checked="" type="checkbox"/>	The text is single-spaced; uses a 12-point font; Times New Roman type font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
<input checked="" type="checkbox"/>	The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines , which is found in About the Journal.
<input checked="" type="checkbox"/>	If submitting to a peer-reviewed section of the journal, the instructions in Ensuring a Blind Review have been followed.



AUTHOR MENGIKIRIM NASKAH

LANGKAH KEDUA

- Browse file artikel yang akan diupload
- Klik Save and Continue

Submission File

No submission file uploaded.

Upload submission file

Browse...

No file selected.

Upload

Ensuring a

Blind Review

Save and continue


Cancel

AUTHOR MENGIKIRIM NASKAH LANGKAH KETIGA

- Isi metadata yang ada, terutama yang bertanda * (mandatory)
- Jika pengarang lebih dari satu, klik Add Author
- Isikan judul artikel dan abstrak
- Klik Save and Continue

AUTHOR MENGIRIM NASKAH LANGKAH KETIGA

Authors

First Name *	<input type="text" value="Harun"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text" value="Alrasyid"/>
Email *	<input type="text" value="aronatari@gmail.com"/>
ORCID iD	<input type="text"/> <small>ORCID iDs can only be assigned by the ORCID Registry. You must conform to their standards for expressing ORCID iDs, and include the full URI (eg. http://orcid.org/0000-0002-1825-0097).</small>
URL	<input type="text"/>
Affiliation	<div><input type="text"/>  <small>(Your institution, e.g. "Simon Fraser University")</small></div>



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AUTHOR MENGIRIM NASKAH

LANGKAH KEEMPAT

- Upload file pendukung jika ada, misal data wawancara dll, jika tidak ada langsung lanjutkan ke langkah kelima
- Klik Save and Continue

Step 4. Uploading Supplementary Files

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA **4. UPLOAD SUPPLEMENTARY FILES** 5.

This optional step allows Supplementary Files to be added to a submission. The files, which can include (a) supplementary materials, (b) data sets, which comply with the terms of the study's research ethics review, (c) supplementary materials for readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that are relevant to the study.

ID	TITLE	ORIGINAL FILE NAME
----	-------	--------------------

No supplementary files have been added to this submission.

Upload supplementary file

Browse...

No file selected.

Upload

Save and continue

Cancel



AUTHOR MENGIKIRIM NASKAH LANGKAH KELIMA

- Konfirmasi pengiriman naskah
- Klik Finish Submission

Step 5. Confirming the Submission

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES **5. CONFIRMATION**

To submit your manuscript to PARADIGMA click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the journal web site. Thank you for your interest in publishing with PARADIGMA.

File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
1	<u>229-658-1-PB.PDF</u>	Submission File	153KB	02-06

Finish Submission

Cancel



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Administrasi Editor

EDITOR

- Menu untuk Editor

BEYOND WORDS

User Pages	Assign	Review	Edit	Frequent Tasks
Editor	21 Unassigned	1 In Review	9 In Editing	[Create Issue] [Notify Users]

My Account

[» Show My Journals](#)

[» Edit My Profile](#)

[» Change My Password](#)

[» Logout](#)



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EDITOR

- Proses editorial
- Membuat Volume dan Nomor terbitan
- Memilih Reviewer untuk sebuah artikel
- Menetapkan artikel yang diterima
- Mengatur publikasi jurnal dan penerbitan

EDITOR

Membuat Volume dan Nomor terbitan

- Klik Create Issue

Issue: ----- Future Issues -----

Identification

Volume

Number

Year

Issue identification ☒ Volume
☒ Number
☒ Year
☐ Title

Title

Description

Cover

☐ Create a cover for this issue with the following elements.

Cover image No file selected. Use Save to upload file.
(Allowed formats: .gif, .jpg, or .png)

Stylesheet No file selected. Use Save to upload file.
Uploaded: —

Cover caption

Display ☐ Do not display cover image thumbnail in issue listing.
☐ Do not display cover image prior to table of contents.

EDITOR

Proses Editorial dan Pengaturan Publikasi

- Ada 4 langkah untuk proses editorial naskah artikel yaitu Summary, Review, Editing dan Publish

Editor Home

Submissions

Unassigned (21) | In Review (1) | In Editing (9) | Archives

Filter Submissions

Title contains

Submitted between and



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EDITOR

Proses Editorial dan Pengaturan Publikasi

1. Klik Unassigned
2. Klik Judul artikel yang akan dipublikasi
3. Klik Add Self sebagai Editor
4. Klik Review dan pilih Accept Submission
5. Klik Editing, pilih nomor penerbitan
6. Klik Galey dan pilih file untuk upload fulltext artikel
7. Klik Table of content dan klik Publish Issue

EDITOR

Proses Editorial dan Pengaturan Publikasi

Unassigned

Unassigned | In Review | In Editing | Archives

Filter Submissions

Assigned To: | In Section:

and

ID	Submitted	Sec	Authors	Title
826	07-28	Art	jurnal	<input type="button" value="Judul"/>
828	07-28	BRW	Yuniarto	<input type="button" value="ASJASKSAJ"/>
829	07-28	Art	Widyawati	<input type="button" value="qqqqqq"/>
830	07-28	Art	Yuniarto	<input type="button" value="Komunikasi Antar Pribadi"/>



1 - 4 of 4 Items



EDITOR

Proses Editorial dan Pengaturan Publikasi

Submission

Authors	Antonius Yuniarto 		
Title	Komunikasi Antar Pribadi		
Original file	<input type="text" value="830-2003-1-SM.ppt"/>	2016-07-28	
Supp. files	None	Add a Supplementary File	
Submitter	Antonius Yuniarto 		
Date submitted	2016-07-28		
Section	Article	Change to <input type="text" value="Article"/>	Record

Editors

	Review	Editing	Request	Action
None assigned				



[Record](#) [Add Section Editor](#) [Add Editor](#) [Add Self](#)



EDITOR

Proses Editorial dan Pengaturan Publikasi

Submission

Authors	Antonius Yuniarto 		
Title	Komunikasi Antar Pribadi		
Original file	<input type="text" value="830-2003-1-SM.ppt"/>	2016-07-28	
Supp. files	None	Add a Supplementary File	
Submitter	Antonius Yuniarto 		
Date submitted	2016-07-28		
Section	Article	Change to <input type="text" value="Article"/>	Record

Editors

	Review	Editing	Request	Action
None assigned				

[Record](#) [Add Section Editor](#) [Add Editor](#) [Add Self](#)



EDITOR

Proses Editorial dan Pengaturan Publikasi

Select Editor

First Name

▼

contains


▼

Search

ABCDEFGHIJKLMNOPQRSTUVWXYZAll

Name	Journal Sections	Completed	Active	Action
admin jurnal	—	0	1	Assign

1 - 1 of 1 Items

Editors					
		Review	Editing	Request	Action
Editor	admin jurnal 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2017-05-10	Delete



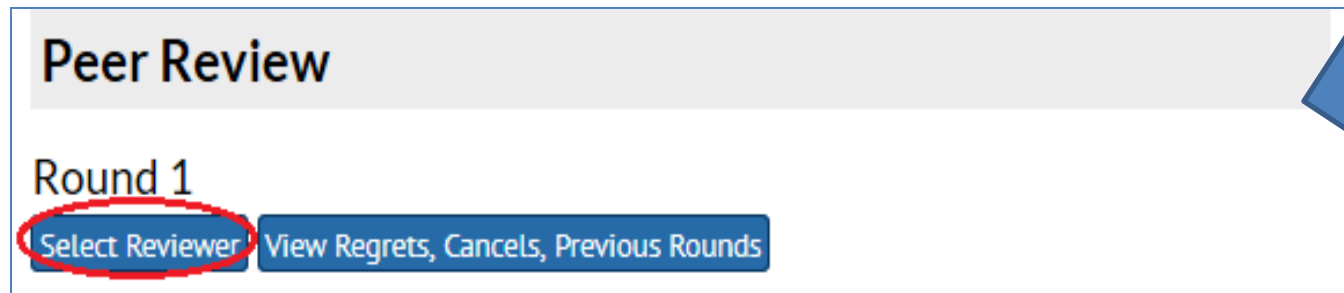
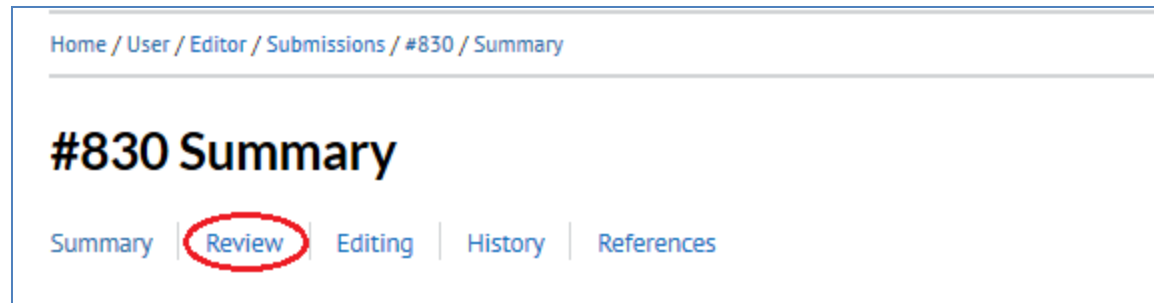
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EDITOR

Proses Editorial dan Pengaturan Publikasi



Proses Editorial dan Pengaturan Publikasi

Select Reviewer

ABCDEFGHIJKLMNOPQRSTUVWXYZ All

Enroll an Existing User As Reviewer | Create New Reviewer

Name	Reviewing Interests	Done	Weeks	Latest	Active	Action
admin jurnal		0	–	–	0	Assign

1 - 1 of 1 Items

Name links to reviewer's profile.
Ratings is out of 5 (Excellent).
Weeks refers to average period of time to complete a review.
Latest is date of most recently accepted review.
Active is how many reviews are currently being considered or underway.



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Add Recipient

Add CC

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Send a copy of this message to my address (perpus@mail.wima.ac.id)

Attachments

Browse...

No file selected.

Upload

Subject

[JMP] Article Review Request



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[JMP] Article Review Request



EDITOR

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ID	Submitted	Sec	Authors	Title	Peer Review			Ruling	SE
					Ask	Due	Done		
◇ 827	07-28	Art	Subandoro	Mengikut Pelatihan Jurnal Online	07-28	-37	—	—	PS
² 830	07-28	Art	Yuniarto	Komunikasi Antar Pribadi	05-10	—	05-10	—	aj
831	07-28	Art	jurnal	Integrating Service-Learning into the...	—	—	—	—	IA aj AY



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2. "Due" is filled in when reviewer accepts request to review; it displays number of weeks to review's due date or (-) weeks that it is overdue.



EDITOR

Hasil Review

Reviewer A	Admin Jurnal								
Review Form	None / Free Form Review								
	<table><tr><th>Request</th><th>Underway</th><th>Due</th><th>Acknowledge</th></tr><tr><td>2017-05-10</td><td>2017-05-10</td><td>2017-06-07</td><td>1 </td></tr></table>	Request	Underway	Due	Acknowledge	2017-05-10	2017-05-10	2017-06-07	1 
Request	Underway	Due	Acknowledge						
2017-05-10	2017-05-10	2017-06-07	1 						
Recommendation	Accept Submission 2017-05-10								
Review	 No Comments								
Uploaded files	<div>830-2250-1-RV.pdf 2017-05-10 Let author view file <input type="checkbox"/>  2</div>								



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EDITOR

Keputusan Editor

Editor Decision

1

Select decision

Choose One

Choose One

Accept Submission

Revisions Required

Resubmit for Review

Decline Submission

2

Record Decision

Decision

Notify Author

mail Record No Comments

Review Version

830-2005-1-RV.ppt

2016-07-28

Author Version

None

Editor Version

None

Browse...

No file selected.

Upload



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EDITOR

Keputusan Editor

Send Email

To

Antonius Yuniarto <toni@ukwms.ac.id>

CC

BCC

Add Recipient

Add CC

Add BCC

☐ Send a copy of this message to my address (perpus@mail.wima.ac.id)

Attachments

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Import Peer Reviews



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#830 Review

Summary | Review | **Editing** | History | References

Copyediting


Copyedit Instructions

Review Metadata

	Request	Underway	Complete	Acknowledge
1. Initial Copyedit		N/A	1 Complete	N/A
File: Request email cannot be sent until file is selected for copyediting in Editor Decision, Review page.				
2. Author Copyedit		—	—	
File:				
3. Final Copyedit		N/A	2 Complete	N/A
File:				

Upload file to ☒ Step 1, ☐ Step 2, or ☐ Step 3

No file selected.

Copyedit Comments  No Comments



EDITOR

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Scheduling

Schedule for publication in To Be Assigned Record

Scheduling

Schedule for publication in Vol 1, No 1 (2017) Record Table of Contents

Published May 10 2017 Record

EDITOR

Proses Editorial dan Pengaturan Publikasi

Layout

	Request	Underway	Complete	Acknowledge
Layout Version	N/A	N/A	N/A	N/A

File: None (Upload final copyedit version as Layout Version prior to sending request)

Galley Format	File	Order	Action	Views
None				

Supplementary Files	File	Order	Action
None			




Upload file to ☐ Layout Version ☒ Galley, ☐ Supp. files No file selected.

Create remote ☐ Galley, ☐ Supp. files



EDITOR

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Proofreading				
	Request	Underway	Complete	Acknowledge
1. Author		—	—	
2. Proofreader	Initiate	N/A	—	N/A
3. Layout Editor	Initiate	N/A	—	N/A
Proofreading Corrections  No Comments Proofing Instructions				

EDITOR

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Scheduling

Schedule for
publication in

Vol 1, No 1 (2017)

Record

Table of Contents

Published

May

10

2017

Record

Table of Contents

Issue Data

Issue Galleys

Preview Issue

Table of Contents

Article ↑ ↓

Authors

Title

Remove Proofed

↑ ↓

Yuniarto

Komunikasi Antar Pribadi



Save

Publish Issue



EDITOR

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Scheduling

Schedule for
publication in

Vol 1, No 1 (2017)

Record

Table of Contents

Published

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Article ↑ ↓

Authors

Title

Remove Proofed

↑ ↓

Yuniarto

Komunikasi Antar Pribadi



Save

Publish Issue



Administrasi Reviewer

REVIEWER

1. Login sebagai Reviewer
2. Selanjutnya reviewer akan menerima artikel yang akan direview seperti proses dibawah ini

Jurnal Mahasiswa Psikologi				
User Pages	Assign	Review	Edit	Frequent Tasks
Journal Manager				[Setup]
Editor	3 Unassigned	3 In Review	0 In Editing	[Create Issue] [Notify Users]
Author		2 Active	0 Archive	[New Submission]
Reviewer			1 Active	



REVIEWER

3. Klik judul artikel yang akan direview

Active Submissions					
Active Archive					
ID	MM-DD	Sec	Title	Due	Review Round
Assigned					
830	05-10	Art	Komunikasi Antar Pribadi	06-07	1
1 - 1 of 1 Items					

REVIEWER

4. Selanjutnya adalah 5 (lima) tahapan mereview artikel

Review Steps

1. Notify the submission's editor as to whether you will undertake the review.

Response

Will do the review

Unable to do the review
2. Click on file names to download and review (on screen or by printing) the files associated with this submission.

Submission Manuscript

830-2005-1-RV.ppt

2016-07-28

Supplementary File(s)

None
3. Click on icon to enter (or paste) your review of this submission.

Review
4. In addition, you can upload files for the editor and/or author to consult.

Uploaded files

None

Browse...

No file selected.

Upload

Ensuring a Blind Review
5. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.

Recommendation

Choose One

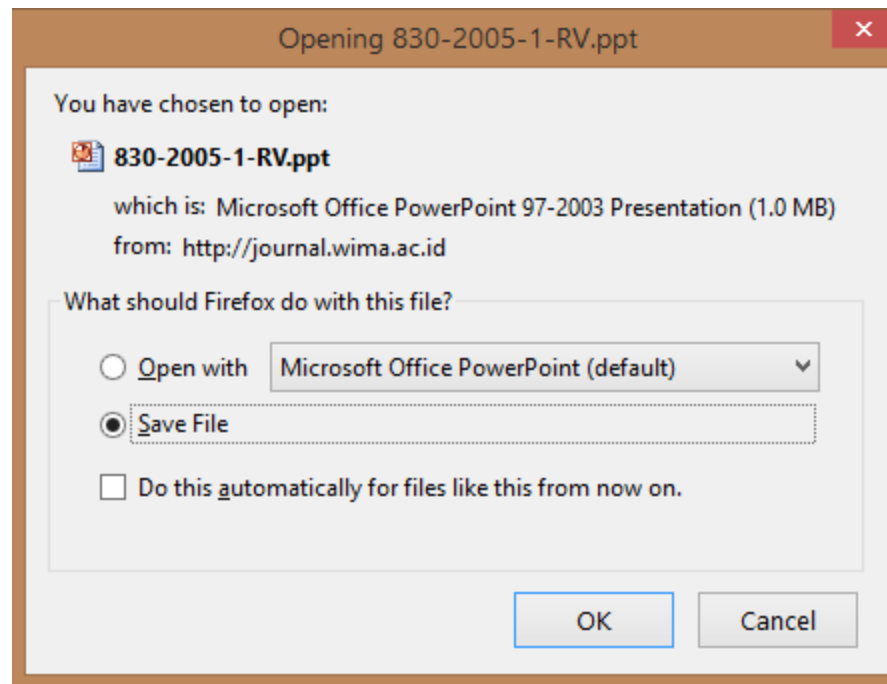
Submit Review To Editor



REVIEWER

Langkah 1, respon email Editor

Langkah 2, unduh file naskah



REVIEWER

Langkah 3

3. Click on icon to enter (or paste) your review of this submission.



Review

No Reviews

Subject: Komunikasi Antar Pribadi

For author and editor

For editor

Save Close

* Denotes required field



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REVIEWER

Langkah 4, unggah file hasil review

4. In addition, you can upload files for the editor and/or author to consult.

Uploaded files

830-2250-1-RV.pdf

2017-05-10

Delete

Browse...

No file selected.

Upload

Ensuring a Blind Review



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REVIEWER

Langkah 5, keputursan Reviewer

5. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.

Recommendation	<div>Choose One ▼</div> <div><div>Choose One</div><div>Accept Submission</div><div>Revisions Required</div><div>Resubmit for Review</div><div>Resubmit Elsewhere</div><div>Decline Submission</div><div>See Comments</div></div>	<div>Submit Review To Editor</div>
-----------------------	--	------------------------------------

REVIEWER

Langkah 5, keputursan Reviewer

Send Email

To

CC

admin jurnal <perpus@mail.wima.ac.id>

BCC

Add Recipient

Add CC

Add BCC

☐ Send a copy of this message to my address (perpus@mail.wima.ac.id)

Attachments

Browse...

No file selected.

Upload

Subject

[JMP] Article Review Completed



- Untuk terbitan-terbitan yang sebelumnya (masih tercetak) dapat di terbitkan secara online
- Mengalih mediakan (scan) terbitan-terbitan tercetak
- Jika terdapat softcopy dalam bentuk WORD dapat diconvert menjadi PDF

Bagaimana dengan Back Issues ?

LANGKAH-LANGKAH UPLOAD ARTIKEL BACK ISSUES

- Login sebagai Journal Manager
- Klik Import/Export Data ➔ Quick Submit

Management Pages

- [Files Browser](#)
- [Journal Sections](#)
- [Review Forms](#)
- [Languages](#)
- [Masthead](#)
- [Prepared Emails](#)
- [Reading Tools](#)
- [Setup](#)
- [Stats & Reports](#)
- [Payments](#)
- [System Plugins](#)
- [Import/Export Data](#)



Import/Export Data

- [CrossRef Export/Registration Plugin](#): Export or register article metadata
- [METS XML Export Plugin](#): Export Journals in METS XML
- [Users XML Plugin](#): Import and export users
- [mEDRA Export/Registration Plugin](#): Export issue, article and galley meta mEDRA registration agency.
- [DOAJ Export Plugin](#): Export Journal for DOAJ and supply journal informa
- [Public Identifiers XML Plugin](#): Import and export public identifiers
- [Erudit Article Export Plugin](#): Export articles using the English Erudit DTD
- [DuraCloud Import/Export Plugin](#): Archive and restore issues using an ex
- [QuickSubmit Plugin](#): One-step submission plugin
- [DataCite Export/Registration Plugin](#): Export or register issue, article, gall
- [PubMed XML Export Plugin](#): Export article metadata in PubMed XML form
- [Articles & Issues XML Plugin](#): Import and export articles and issues



LANGKAH-LANGKAH UPLOAD ARTIKEL BACK ISSUES

1. Pilih Nomor terbitan

Submission Destination

Select whether to add new submissions to an existing issue or to leave in the editing queue.

☐ Leave unpublished

☒ Add to an existing issue:

Published

Vol 1, No 1 (2012) ▼

Month ▼ Day ▼ Year ▼

2. Upload file artikel

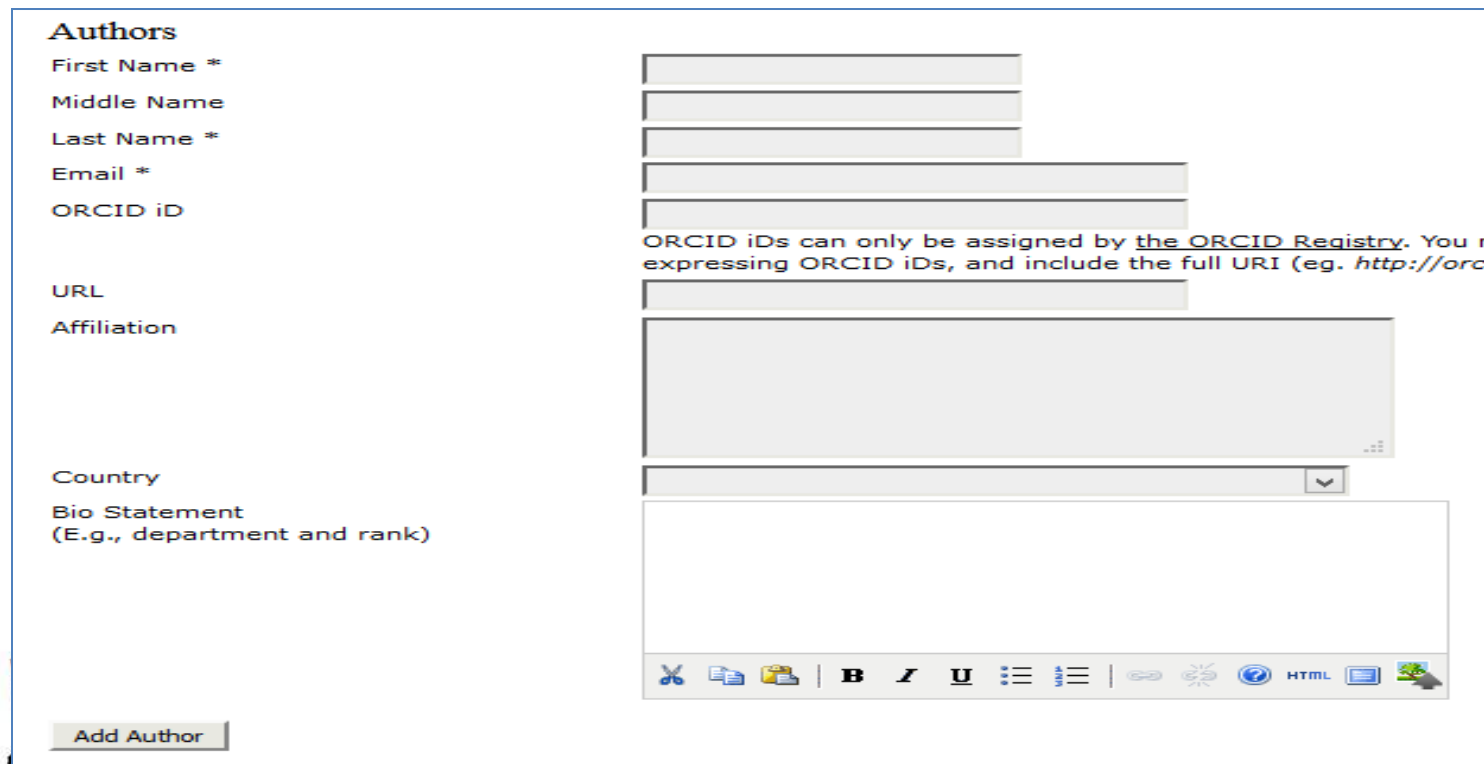
Submission File

Original file name	238-685-1-PB.pdf
File Size	192KB
Date uploaded	2016-02-06 08:36 AM
Replace submission file	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>



LANGKAH-LANGKAH UPLOAD ARTIKEL BACK ISSUES

3. Isikan data Pengarang, jika lebih dari satu pengarang klik Add Author



Authors

First Name *

Middle Name

Last Name *

Email *

ORCID iD

URL

Affiliation

Country

Bio Statement
(E.g., department and rank)

[ORCID iDs can only be assigned by the ORCID Registry. You must express ORCID iDs, and include the full URI \(eg. <http://orcid.org/>\)](#)

[Add Author](#)



BRARY

Reference and Creative

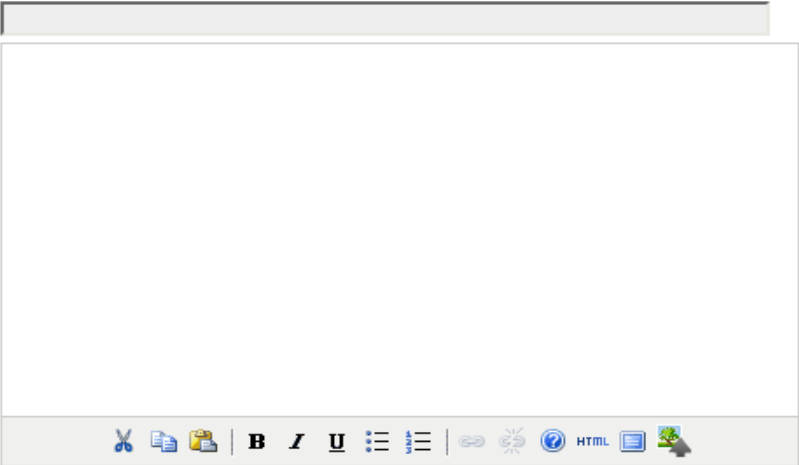
LANGKAH-LANGKAH UPLOAD ARTIKEL BACK ISSUES

4. Isikan judul artikel dan abstrak

Title and Abstract

Title *

Abstract *



5. Klik Save and continue jika selesai, dan jika ingin mengupload kembali klik Save and Create Another

TERIMA KASIH